



Superior Court of California, County of Riverside  
EMPLOYMENT OPPORTUNITY

**Court Facilities and Records Management Assistant I**

FILING DEADLINE: June 19, 2007 at 4:00 p.m.

Recruitment No. 2007-F086

- SALARY RANGE:** \$14.40 - \$18.75 per hour  
Depending on qualifications, candidates exceeding the minimum requirements may be approved for placement at a higher hourly rate within this range.
- LOCATION:** Riverside Superior Court is seeking qualified candidates to fill current and future vacancies. Locations include Banning, Blythe, Corona, Hemet, Indio, Moreno Valley, Murrieta, Palm Springs, Riverside, & Temecula.
- JOB SUMMARY:** Employees within this class rotate through the various assignments on a regular basis. This class is distinguished from other general classes by frequent demand to engage in physical labor such as lifting and carrying file boxes weighing more than 40 pounds. Employees of this class are usually responsible for receipt and storage of tools, supplies, equipment listed in department inventory, and record files. Employees of this class must routinely use moving or warehouse equipment, drive trucks and vans.
- MINIMUM QUALIFICATIONS:** One year of experience that includes facilities, warehousing, inventory control, clerical duties, record keeping or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Employees of this class must be willing to work in a warehouse environment.
- Knowledge of:** Customer relations practices; facility storekeeping methods and procedures; inventory control procedures; safety issues related to the physical handling of furniture or larger items.
- Ability to:** Accurately maintain receiving records, inventory, and disbursement of supplies and materials; perform simple calculations; read and follow written and verbal instructions, use warehousing tools and equipment; safely operate a motor vehicle; use a personal computer; maintain effective working relationships with court staff.
- License:** Possession of a valid California Driver's License may be required of some positions in this class.
- PHYSICAL DEMANDS:** Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens. Ability to speak and hear at normal conversational levels in person and over the telephone. Manual dexterity to write legibly and to use a computer terminal; to use both hands to grasp and hold boxes, supplies, tools, and other stock items of various sizes and shapes. Ability to regularly lift, carry, and push more than 40 lbs.; and to reach, bend, or crouch to retrieve or store stock and other items. Ability to pick up and move boxes and other items. Ability to work outdoors in inclement weather and around fumes and dusts as required.
- HOW TO APPLY:** Applicants must complete and submit a Superior Court of California, County of Riverside application. Application materials can be obtained in person at 4050 Main Street, Lower Level, Riverside, CA 92501, by phone at (951) 955-8181, by e-mail at [hrcourt@riverside.courts.ca.gov](mailto:hrcourt@riverside.courts.ca.gov), or on the internet at <http://www.riverside.courts.ca.gov/jobs/>. Completed application materials may be submitted in person, by email, by County mail at stop 1414, or mailed to: Superior Court of California, County of Riverside, Attn: Human Resources, 4050 Main Street, Lower Level, Riverside, CA 92501.
- SUPPLEMENTAL QUESTIONS** This supplemental questionnaire is intended to assist in evaluating the candidate's qualifications. Please respond to all questions on an 8-1/2 x 11-inch white paper and attach to your application.
1. Describe your experience in the following areas. List job title and length of time at each position.
    - a. Ordering and distributing inventory.
    - b. Pulling files for courier delivery.
    - c. Performing records destruction based on Federal, State, and Court guidelines.
    - d. Using an index system and/or other media equipment.
    - e. Operating a forklift or other light equipment to move heavy items, moving furniture, and loading and unloading trucks.

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## GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an interview. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Advise Superior Court Human Resources of special needs in advance.

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### Employment Benefits:

**Starting Salary:** New employees usually start at the beginning step of the salary range.

**Vacation:** New employees accrue vacation at a rate of ten (10) days per year. In the fourth year (6,241 hours of service), vacation increases to fifteen (15) days per year. After 10 years (18,721 hours of service), vacation increases to twenty (20) days per year.

**Work Week:** Typical schedule is a 40-hour workweek, Monday through Friday. Employees are paid bi-weekly on Friday.

**Holidays:** The Superior Court observes all state holidays. Holidays are New Years Day, Martin Luther King Jr., Lincoln Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, & Christmas Day

**Sick Leave:** On approval of excused absence, eligible employees may use accrued sick leave.

**Retirement:** All regular employees are enrolled in the California Public Employees' Retirement System (CalPERS), which is coordinated with Social Security. Retirement formula: 3% at age 60 upon retirement (modified for Social Security).

**Health Insurance:** Court employees are provided a cafeteria-style flexible benefit plan, which offers health, dental and vision coverage.

**Life Insurance:** Court pays for \$25,000.00 basic life insurance policy. Additional supplemental coverage may be purchased.

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**Human Resources Office:** The Superior Court Human Resources Office is located at 4050 Main Street, Lower Level, downtown Riverside.

**Hours of Operation:** The Human Resources Department is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

**Mailing Address:** Superior Court of California, County of Riverside, Human Resources Department, 4050 Main Street, Lower Level, Riverside, CA 92501, Attn: Human Resources.

**Phone Numbers:** The business office phone number is (951) 955-5557. The 24-hour job line is (951) 955-8181. The fax number is (951) 955-1498.

**Website:** Job opportunities are listed on the Superior Court website at: <http://www.riverside.courts.ca.gov/jobs/>. The application form is available at this site in Adobe PDF and MSWord format.

**Employment Applications:** Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

**Application Filing Deadlines:** The Human Resources Department must receive all applications materials by 4:00 p.m. on the filing deadline date stated on the reverse. Postmarks are not accepted. Faxed applications are not accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

**Application Information Change(s):** If changes occur after submission of the application, applicant is responsible for submitting changes in writing.

**Class Specification:** For a complete class specification for this position, contact the Court Human Resources Department

**Eligibility Lists:** After successfully completing the entire recruitment process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

**Documentation:** Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

**Medical Examination:** Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

**Background Investigation:** Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and regency, may be disqualifying.

**Work History:** False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

**Employee Status:** Employees in this classification serve a 2,080-hour probationary period and are governed by the Superior Court of California, County of Riverside, Human Resources Department Policies.

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Assigned Recruiter: Stephanie Peterson